

ISLAND COUNTY CIVIL SERVICE COMMISSION

P. O. BOX 5000 - COUPEVILLE, WA 98239-5000

360-678-7975 – Please leave a message.

Email Address: l.meehan@co.island.wa.us

EXAMINATION ANNOUNCEMENT AND INFORMATION SHEET

ENTRY LEVEL DEPUTY SHERIFF – CORRECTIONS

OPENING DATE: October 30, 2013

CLOSING DATE: Monday, December 2, 2013. Applications must be received and date stamped or postmarked by 12/2/13.

ENTRY LEVE SALARY: \$3,364.40 per month, plus benefits package which includes medical, dental, life insurance, long term disability per Guild contract

Read this announcement in its entirety. It contains information about the application and testing process that is necessary for a complete application.

Your application must include a \$25.00 testing fee which is not refundable. Applicants with financial need may request a waiver of this fee. Documentation may be required of those requesting a waiver.

This is a full time sworn (commissioned) Corrections deputy position which requires Civil Service examination. The employee performs general custody duties associated with Corrections and Detention work in a closed and closely monitored facility. This position requires close one-on-one work with persons accused or convicted of violating the laws of the United States, Washington State, Island County, or any of the municipalities served by the Island County Sheriff either directly or by contract.

Persons selected to fill this position will be tasked with a variety of duties and responsibilities, including but not limited to, booking, releasing, fingerprinting, and photographing prisoners. This position necessitates daily contact with inmates for meals, medical treatment, visiting, recreation privileges and court appearances.

Persons selected to fill this position are expected to perform consistently, proficiently and independently all duties and functions relating to the care and custody of inmates remanded to the custody of the Island County Sheriff.

The department facilities are located at the Island County seat, in the Town of Coupeville.

General Recruiting Qualifications:

- (1) Be at least 21 years of age at the time of appointment.
- (2) Possess, or be able to obtain prior to employment, a valid Washington State Driver License.
- (3) Be a high school graduate or possess GED certification.
- (4) Be a citizen of the United States who can read and write the English language.
- (5) Good physical and mental health.
- (6) Meet minimum weight and height standards.
- (7) Vision, uncorrected 20/100, corrected to 20/20 both eyes.

General Testing Requirements for qualified applicants:

- (1) Pass a written examination.
- (2) Pass a physical agility test.
- (3) Successfully complete an oral board examination.

- (4) Pass a physical examination.
- (5) Satisfactorily complete a psychological evaluation process.
- (6) Satisfactorily complete a background investigation.
- (7) Satisfactorily complete a polygraph examination.

EXAMINATION PROCESS:

Qualified applicants will participate in the Civil Service Examination process.

- Applicants will participate in a timed physical ability test. Pass/Fail.
- Applicants who pass the physical ability test will be administered a written examination based on knowledge normally associated with a general high school education. You must obtain a score of 70% or greater to pass the written examination.
- Those who obtain the top 15 highest scores on the written examination will appear before an Oral Review Board for an oral examination.

A Civil Service Eligibility List will be established. Applicants will be placed on the list in rank order of their final score. Applicants will be certified from this list to fill vacant positions in accordance with local Civil Service Rules. Upon receipt of the submitted names from the Eligibility List, the appointing power (Sheriff) will screen applicants for selection as follows:

- A. Schedule applicant for a personal interview;
- B. Schedule applicant for a complete polygraph examination (Pass/Fail);
- C. Schedule applicant for a complete psychological examination (Pass/Fail)
- D. Satisfactory completion of medical examination and physical standard tests;
- E. Satisfactory completion of a background investigation.

The height/weight proportionality and visual standards will be determined during the medical examination.

Any adverse reporting or unacceptable result in any of the above steps will result in termination of the applicant's candidacy and removal of the applicant's name from the Eligibility List.

The employee must attend, and satisfactorily complete the Corrections Officers Academy as scheduled. Employees will be evaluated semi-annually. All appointments are subject to successful completion of a minimum one (1) year Probationary Period, as part of the examination process.

TO OBTAIN AN APPLICATION PACKAGE:

To request an electronic version of the application package, please contact l.meehan@co.island.wa.us. If you would like the application package mailed to you, send a 9 X 12 inch, Self-Addressed Stamped Envelope with \$1.72 postage to Island County Civil Service Commission, P. O. BOX 5000, Coupeville, WA 98239-5000. Application packages may also be obtained at the Sheriff's Office or the Island County Human Resources Office on the Coupeville Campus. If you obtain your application package from the Sheriff's office or the Human Resources office, please contact the Civil Service Secretary at 360-679-7975 or at l.meehan@co.island.wa.us to confirm you have any updated required materials.

Unless you express a preference otherwise, by written notice, all notifications regarding this process, including testing dates and times will be sent to you by email.

A complete Job Description is included in the Application Package.

APPLICATION PROCESS:

In order to be complete, your application must include:

1. A complete an Island County Application for Employment form;
2. Addendum to Application – Island County Civil Service Commission; and
3. Application & Assumption of Risk & Release – Appendix A.
4. A cashier's check or money order in the amount of \$25.00 (made out to Island County Treasurer). This fee is non-refundable.

Be sure to answer each question fully and clearly. Applications must be signed in ink. Pages that require a witness must be completed and signed. Be sure that your email address is legible.

A typed resume is highly desired. Your resume should contain your complete work history, complete educational history, including courses of study and your complete history of training courses that directly affect your ability to perform as a Corrections Officer. If applicable, include all military training courses. A copy of your latest military discharge DD Form 214 is required if you are claiming Veterans' Scoring Criteria Status.

All notifications regarding this process, including testing dates and times will be sent to you by email, unless you express a preference otherwise by written notice,

After your application form has been reviewed and accepted, you will be notified, by email, as to when the Civil Service examinations will be administered. Candidates who qualify will be scheduled for an oral board.

Do not mail your completed application package to the address provided on page 4 of the Island County Application for Employment (i.e. Island County Human Resources). Instead, your complete application package should be returned by U. S. mail to:

Island County Civil Service Commission
P.O. Box 5000
Coupeville, WA 98239-5000

No faxed or electronic applications will be accepted. Applications must be received and date stamped or postmarked by 12/2/13.

In order to be complete, your application must include the \$25.00 testing fee which is not refundable. Applicants with financial need may request a waiver of this fee. Documentation may be required of those requesting a waiver.

If you have any questions, please contact the Island County Civil Service Commission Secretary/Chief Examiner, Linda Kast Meehan. Telephone - 360-678-7975. Email address - l.meehan@co.island.wa.us. DO NOT CONTACT THE SHERIFFS OFFICE.

Linda Kast Meehan
Secretary/Chief Examiner
360-678-7975

ISLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER